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| <br>Oroville Hospital | Department:    | <b>Business Office</b> |
|  | Dept.#:        | <b>8530</b>            |
|  | Last Reviewed: | <b>5/08; 08/12</b>     |
|  | Last Updated:  |                        |

## Job Description for File Clerk

### Reports To

Director of Patient Financial Services

### Job Summary

The File Clerk is responsible for filing medical billing account folders or other records, in a prescribed manner

### Duties

1. Reads incoming material and sorts according to file system in use
2. Places materials in file cabinet, drawers, boxes, or in special filing cases
3. Locates and pulls requested information
4. Keeps records of materials removed, and traces missing records by searching files or contacting person to whom record is assigned
5. May enter data on records
6. May clear files at designated intervals under direction of a supervisor
7. Processing of mail returned by the postal service, distribution of both U.S. mail and inter-hospital mail
8. Assist in personnel training

### Qualifications

1. High school or commercial school graduation with some business training preferred
2. Up to three months on the job training in exact details of filing and systems and procedures preferred
3. Will accept applicants without experience
4. Verbal ability is required for reading comprehension in order to understand subject matter for identification and classification of filing materials
5. Clerical perception is required to perceive difference in words, numbers, in retrieving records, and refilling in correct order
6. Finger dexterity is required in order to move figures rapidly in checking and filing
7. A preference for repetitive filing operations, under specific instructions, and carried out according to established filing systems
8. The ability to organize work and time for most effectiveness

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**Lifting Requirements**

Sedentary-generally lifting not more than 60 lbs maximum and occasionally lifting and/or carrying such articles as ledgers, files, small items and boxes of files